

1. If an employee feels he or she has been the victim of unlawful discrimination, that individual must initiate contact with an EEO Officer within how many days of the occurrence of the alleged discriminatory act?
 - a. 15 days
 - b. 45 days
 - c. 60 days
 - d. 90 days

2. Which of the following is an example of discrimination under Title VII?
 - a. Discrimination on the basis of race or national origin.
 - b. Discrimination on the basis of physical or mental impairment.
 - c. Discrimination based on unequal pay.
 - d. Discrimination on the basis of age. .

3. Section 508 of the Rehabilitation Act requires Federal agencies to:
 - a. Pay women and men comparable wages for work performed that is of similar skill, effort, and responsibility.
 - b. Accommodate the religious practices of employees and prospective employees unless it would pose an undue hardship on the employer.
 - c. Provide to employees and general public comparable access; and use of information and services for people with and without disabilities.
 - d. Post on their public Web sites statistical data relating to EEO complaints filed against the Agency.

4. Martha and Rose work in the same office, and have worked on several projects together. Martha, a middle-aged African-American woman, was surprised when Rose, a young white woman, was given a supervisory position for which Martha thought she was more qualified. Rose has worked for FEMA for only a short time. In order to minimize the potential of a charge of age and/or race discrimination, Rose's supervisor should:
 - a. Have records proving Rose was better qualified for the job.
 - b. Tell Martha she doesn't have the right attitude and leadership skills to be a supervisor.
 - c. Tell Martha she will be considered for the next supervisory opening.
 - d. Prepare statistics to show an increase in minority promotions over the past 5 years.

5. After a complaint is investigated, the Complainant may either request a final agency decision or:
 - a. Participate in counseling with an EEO Counselor.
 - b. Refile a formal complaint.
 - c. Appeal to the EEOC for reconsideration.
 - d. Request an EEOC hearing and decision.

6. Tom, a supervisor, calls a team meeting and asks Mary, the only woman on the team, to take notes and make copies of a memo for team members who are her peers. In previous meetings, he has asked her to make coffee. Mary complains to an EEO Counselor. Which of the following statements is **true**?
 - a. Because of the sexist treatment from her supervisor, Mary may have grounds for a complaint of sex discrimination under Title VII.
 - b. Tom should not have asked only Mary to do these things; however, it is solely Mary's responsibility to ensure her boss treats her fairly.
 - c. These peripheral requests are not sufficient basis for a complaint. An EEO complaint must relate to the essential functions of a job.
 - d. Because her peers were not asked to do the menial tasks, Mary may have grounds for a complaint of sex discrimination under the Equal Pay Act.
7. Who is responsible for demonstrating the existence of unlawful discrimination by a preponderance of the evidence?
 - a. FEMA Office of Equal Rights
 - b. Supervisor
 - c. EEO Officer
 - d. Complainant
8. _____ on the basis of race, color, religion, sex, national origin, disability, age, or genetic information is illegal.
 - a. Accommodation
 - b. Harassment
 - c. Mentoring
 - d. Networking
9. Who is responsible for issuing decisions on EEO complaints?
 - a. Neutral assigned to mediate the complaint
 - b. Equal Employment Opportunity Commission
 - c. Administrative Judge
 - d. EEO Officer
10. EEO Counselors are responsible for assisting employees who allege they have been discriminated against, helping employees and supervisors resolve potential EEO matters, and:
 - a. Serving as a neutral party during the EEO complaint process.
 - b. Deciding if an EEO claim is valid based on EEO laws and regulations.
 - c. Notifying supervisors if their employees are being discriminated against.
 - d. Helping a supervisor determine if someone is the most qualified person for a job.

11. During the informal stage of the EEO complaint process, the Complainant may opt to use EEO counseling or he or she may:
 - a. Hire a lawyer and sue FEMA in Federal court.
 - b. File a formal complaint with the EEOC.
 - c. Bring the case before an Administrative Judge.
 - d. Use Alternative Dispute Resolution if it is offered.

12. The Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and ADA Amendments Act of 2008 protect persons with which of the following conditions?
 - a. Pyromania
 - b. HIV
 - c. Disorders from current illegal drug use
 - d. Compulsive gambling

13. After the Complainant files a formal complaint, within how many calendar days must the EEO investigation be completed?
 - a. 30 days
 - b. 60 days
 - c. 90 days
 - d. 180 days

14. The No FEAR Act protects employees from:
 - a. Reprisal discrimination.
 - b. Racial harassment.
 - c. Age discrimination.
 - d. Sexual harassment.

15. After receiving a request for a final agency decision, how many days does the agency have to issue its decision?
 - a. 15 days
 - b. 30 days
 - c. 60 days
 - d. 90 days

16. If the Complainant is not satisfied with the results of the final agency decision, then he or she may file a civil action in Federal court. Filing must take place within how many days of receipt of the decision?
- a. 15 days
 - b. 30 days
 - c. 60 days
 - d. 90 days
17. After receiving the Report of Investigation, how many calendar days does the Complainant have to request either an EEOC hearing or a final agency decision?
- a. 10 calendar days
 - b. 15 calendar days
 - c. 30 calendar days
 - d. 60 calendar days
18. After receiving the Notice of Right To File a Discrimination Complaint, the Complainant has how many days to file a formal complaint?
- a. 7 calendar days
 - b. 15 calendar days
 - c. 60 calendar days
 - d. 90 calendar days
19. Which statement below is **false** as it pertains to mediation (a form of Alternative Dispute Resolution)?
- a. Mediation can occur at various times during the EEO complaint process.
 - b. All employees who file an EEO complaint must go through mediation.
 - c. A trained neutral party conducts the mediation session(s).
 - d. A mediator helps the parties work toward reaching a mutually acceptable resolution.
20. If an employee at Headquarters feels that he or she has been discriminated against, he or she should inform:
- a. All co-workers in his or her work unit.
 - b. The Equal Employment Opportunity Commission.
 - c. The Office of Equal Rights.
 - d. His or her immediate supervisor.

21. A supervisor was interviewing a female applicant for a position that would require extensive out-of-town travel to rough areas. The supervisor commented that "as a woman," she probably would have trouble with the travel "because it is dangerous."
- The supervisor isn't allowed to say anything about the danger of the territory, and should simply choose the best qualified applicant for the job.
 - The supervisor should not have interviewed the woman for the job in the first place if it was too dangerous for a woman to do it.
 - The supervisor, after telling the woman of the job requirements and locations, should have allowed her to decide if she wanted the position.
 - The supervisor was acting in accordance with FEMA's safety policies in warning the woman that she wouldn't want to travel to dangerous locations.
22. Cathy, a supervisor, asks Bob, one of her employees, to go out with her on several occasions. Each time, Bob refused. When training opportunities became available, Bob requested training. Although other employees were allowed to take training, Cathy refused to approve Bob's request. The actions on the part of Cathy, the supervisor, may constitute sexual harassment.
- True
 - False
23. According to the Age Discrimination and Employment Act, at what age does an employee fall into the age-protected class?
- 39
 - 40
 - 50
 - 65
24. Which of the following is **NOT** a reasonable accommodation?
- Constructing a wheelchair ramp to accommodate an employee in a wheelchair.
 - Exempting an employee with a disability from performing essential functions of the job.
 - Providing a modified work schedule structured around an employee's physical therapy.
 - Providing a large-screen computer monitor for a visually impaired employee.
25. One of your subordinate employees, Timothy, worked extra hours on Tuesday and Thursday so he could attend Ash Wednesday services at his church. Which of the following statements is **true**?
- Supervisors can use individual discretion when deciding whether to allow a subordinate to adjust his work schedule for religious practices.
 - Timothy should have taken personal leave in order to miss work to attend religious services during his scheduled work time.
 - This situation is only problematic if a colleague complains about Timothy's absence Wednesday or is offended by the ashes on his forehead.

- d. Permitting Timothy to make up time lost due to the observance of religious practices is a reasonable religious accommodation.